

**UNITED STATES DISTRICT COURT  
DISTRICT OF NORTH DAKOTA**

**JUROR INFORMATION SHEET - GRAND FORKS**

This sheet provides practical information that will be important throughout your term of jury service. It is important that you **KEEP THIS INFORMATION SHEET** and refer to it each time you receive a notice to report for jury service. Questions should be directed to:

Office of the Clerk, United States District Court  
655 1st Avenue North, Suite 130 Fargo ND 58102  
Telephone: 701-297-7033 or 1-877-867-9856 (toll free)  
Fax: 701-297-7005  
e-mail: [fargo\\_jury@ndd.uscourts.gov](mailto:fargo_jury@ndd.uscourts.gov)

**LOCATION:** The United States Courthouse is located in the Federal Building, 102 North Fourth Street, Grand Forks. You should report to the Office of the Clerk, Room #230.

**VISITOR CELL PHONES & PAGERS ARE NOT ALLOWED IN THE COURTHOUSE**

**JURY TERM:** The term of service is six months: March through August and September through February. Written notice of a specific reporting date will be mailed to you approximately two weeks prior to the date you are summoned to report. Upon receipt of that notice you **MUST IMMEDIATELY** sign and return the appropriate portion of the card to the clerk's office.

**COURT HOURS:** Court is usually in session Monday through Friday from 9:00 AM to 12:00 Noon and 1:30 PM to 5:00 PM.

**PERSONAL:** Notify this office of changes in name, address, telephone or employment.

**PARKING:** Jurors may park free in the Alerus Financial Parking Ramp located on S 4<sup>th</sup> St. The spots available for free parking are on the top levels of the ramp. Do **not** park in a reserved or time restricted spot. The free spots are marked by a number (i.e., 281). Jurors are responsible for any parking violation notices issued by the police department or other authority. (See page 3 for parking map.)

**JURY FEES:** You will be paid an attendance fee of \$40 per day for your attendance at the place of trial. In addition, you will be paid for round trip **mileage** from your residence to the courthouse. If it is necessary for you to use public transportation (except taxi cabs) the actual reasonable expense of such public transportation will be paid. When an overnight stay is required, you will be paid a **subsistence amount**. Except in emergency circumstances, if you live within 50 miles of the courthouse you will be paid the mileage amount. You may stay overnight if you choose, however, you will be paid the mileage amount, not the subsistence amount. If because of distance you wish to travel the day before trial, you will be paid the attendance fee and appropriate subsistence amounts for that travel day.

Jury fees will be paid to you as soon after the session of court as possible. 1099 forms will not be issued by the Court (unless you are paid attendance fees of \$600 or more). We suggest that you keep an independent record of your attendance fees. The \$40 attendance fee is the only amount you must declare as income.

**REQUESTS FOR EXCUSE:** Requests for excuse on the basis of undue hardship or extreme inconvenience will not be considered unless a written request, by letter or e-mail ([fargo\\_jury@nnd.uscourts.gov](mailto:fargo_jury@nnd.uscourts.gov)), is received by us not less than three days prior to the date you are instructed to report. Except in emergency situations, a telephone request for excuse cannot be granted. Requests for excuse must be from the juror (not an employer) and must be in writing so that we have documentation for our file. Requests for excuse because of vacations or business trips should be forwarded to this office as soon as you become aware of such dates. If you appear for jury service only to request an excuse, you will not be paid any fees.

**INJURIES:** Title 28 USC 1877 extends coverage under the Federal Employees' Compensation Act (FECA) to all federal jurors. Coverage under FECA is provided whenever a juror is in attendance at court pursuant to a summons. Current regulations deny FECA coverage while jurors are traveling to or from the courthouse.

**FEDERAL GOVERNMENT EMPLOYEES:** Full-time, part-time or temporary employees of the Federal Government, excluding Postal employees, who serve as jurors in federal court are not entitled to an attendance fee unless you are in a non-pay status during all or part of your jury service. If you are a federal employee, report this fact to the clerk's office and advise as to any days you are in a non-pay status.

**EMPLOYMENT STATUS:** Title 28 USC 1875 provides for the protection of jurors against discharge or coercion by employers as a result of being called for jury service. There is no requirement that employers must pay their employees while they are on jury service. Please check with your employer regarding the company policy for employees serving on jury duty.

**DRESS:** While no formal dress code exists, jurors are requested to dress in a manner respectful to the litigants and the Court. Generally, the trial begins immediately after jury selection is completed. If, because of distance, it is necessary for you to stay overnight, please be prepared to do so in the event you are selected as a juror. The courtrooms are generally very cool so you may want to bring a sweater or light jacket.

**YOU MUST DO THE FOLLOWING PRIOR TO REPORTING FOR JURY SERVICE:**

**After 5:00 PM** on the day BEFORE you are to appear for jury service, call the Jury Line at **1-877-867-9856 (toll free)**. You will reach a recorded message with final reporting instructions. If you are scheduled to report on a Monday, you may call any time after 5:00 PM on Friday and throughout the weekend.

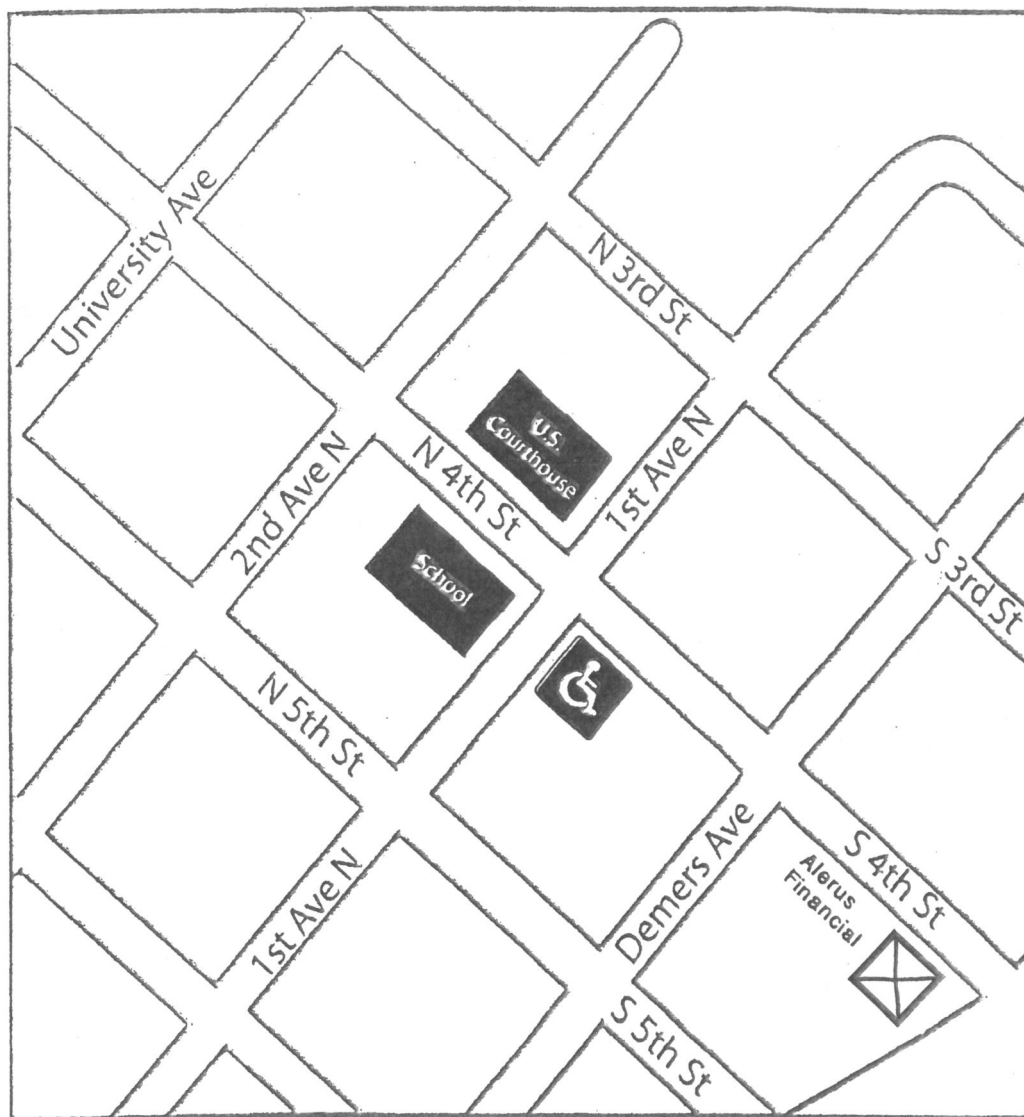
**FAILURE TO CALL THE JURY LINE MAY RESULT IN NON-PAYMENT OF FEES.**

If you must leave your home prior to 5:00 PM on a weekday, you may call me at 701-297-7033 or 1-877-867-9856 (toll free) during normal business hours.

The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the Court staff can do to make your service more pleasant, please tell us. Thank you.

Lisa Clark, Jury Deputy

Ronald N. Davies U.S. Courthouse  
102 North 4<sup>th</sup> Street  
Grand Forks, ND 58201



Alerus Financial Parking ramp



Handicapped Parking ramp

The Alerus Financial parking ramp is free of charge. The available free parking spots are on the top levels of the parking ramp. Do NOT park in a reserved spot or time restricted parking spot. The free parking spots are marked by a number (i.e. 281). There is an elevator located in the parking ramp. Please allow time to walk from the parking ramp to the U.S. Courthouse.

If you have a handicapped parking permit, you are allowed to park free of charge in a handicapped parking spot in the parking ramp across the street from the school. All other parking spots in the handicapped parking ramp are reserved.

Jurors are responsible for any parking violation tickets issued by the police department or other parking authority.